



REQUEST FOR QUOTE

Instructions: The bidder information block must be completely filled out. Failure to sign statement below by authorized representative will render bid invalid. All bids must be typewritten or printed in ink. Bidder is cautioned to carefully read the instructions and the terms and conditions on the attached sheets. Failure to adhere to these instructions and terms and conditions may result in rejection of the bid.

Date:		Contract Type:	<input type="checkbox"/> Open Market <input type="checkbox"/> Agency Contract: <div style="display: flex; justify-content: space-between; width: 100%;"> <input type="checkbox"/> Service <input type="checkbox"/> Open </div> <div style="display: flex; justify-content: space-between; width: 100%;"> <input type="checkbox"/> Fixed Qty <input type="checkbox"/> Lease </div>	
RFQ Number:				
Closing Date:				
Bid Type:	<input type="checkbox"/> Regular Bid <input type="checkbox"/> Sealed Bid			
Bill To:		Point of Delivery: (FOB)		
Delivery Requested: (Lead Time)		Payment Terms:	Net 30 Days (See Page 2, Terms and Conditions #2, #3 and #4)	
For Delivery in:	_____ Days	Cash Discount:	_____ % _____ Days	
Purchasing Agent:		Buyer Code:		Buyer Ph: _____

Bidder Information

Company:				
Address:				
City:		State:		ZIP:
Phone:		Fax:		
Tax ID: (TIN or SSN)		<i>Note: Bidder must furnish a tax ID number in order to be awarded any State business.</i>		
Minority Business:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Note: See State of Ga. Standard Terms and Conditions for definition of Minority business.</i>		
If the above address is not in Georgia, does your company maintain an office in Georgia?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate Georgia address: Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> City: _____ ZIP: _____ </div>		

Bid Instructions

All bids are subject to the following instructions when checked:	
_____	1. The attached "Instructions and Terms and Conditions" shall apply.
_____	2. The attached Agency Contract Terms and Conditions shall apply (_____) page(s).
_____	3. The attached "Special Terms and Conditions" shall apply (_____) page(s).
_____	4. In conformance with the attached "Specifications" (_____) page(s).
_____	5. See attached (_____) page(s) of (_____) line item(s).
_____	6. Equipment or supplies offered to conform to the attached: _____ Plans _____ Drawing(s) _____ Sample(s)
_____	7. Bidders must show manufacturer's name and model number for each line item offered.
_____	8. Bidders to furnish specifications and complete descriptive literature with bid.
The following statement must be signed at the time bids are submitted. Failure to sign this statement will render bid invalid.	
"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this bid for the bidder. (O. C. G. A. 50-5-67). I further certify that the provisions of the official code of Georgia annotated 45-10-20 et seq. have not and will not be violated in any respect."	
_____	_____
Authorized Signature	Date
_____	TOTAL: _____
Name (Typed or Printed)	